

Special Accommodations Due to a Recognized Disability

The Department will provide reasonable and appropriate modifications for exam candidates who have documented disabilities that would impact their ability to take an exam in the standard format that the exam is given in. In order to ensure that special accommodations can be arranged, candidates should request accommodations from Testing & Education Services as early as possible.

The following information should be submitted with your request to the Department of Labor & Economic Growth, BCS - Testing & Education Services (P.O. Box 30018, Lansing, MI 48909) for review. Questions should be directed to Testing & Education Services at 517/241-9289.

Required Documentation

1. A letter from the candidate with details regarding the exam involved, diagnosed disability, requested accommodations, and how your disability affects a major life activity.
2. A detailed report from an individual qualified to evaluate, diagnosis, and/or treat your specific disability. It must be someone who has tested and diagnosed you. Given that a disability may vary over time, the evaluation should be less than five years old. Additional and/or more current documentation *may* be requested before a determination can be made. The report should include:
 - a. A specific diagnosis;
 - b. Specific findings in support of the diagnosis (relevant history, tests administered, test results, and interpretation of those test results);
 - c. A description of the individual's functional limitations due to the stated disabilities and how it affects a major life activity, if any;
 - d. Specific recommendations for test modifications including an explanation of why the modifications are needed;
 - e. Name, address, telephone number, and qualifications of each professional expert who provides documentation;
 - f. Applicant's signed permission to contact the professional expert; and
 - g. Applicant's signed permission to speak with parent/guardian regarding candidate needs, if applicable.
3. If you have been provided modifications in the past, provide a history of prior modifications.
4. If no prior modifications have been provided, the qualified expert should include a detailed explanation as to why no modifications were given in the past and why modifications are needed now.